Course: Alternate Assessment Training/Scoring the Writing Assessment
Dates: September 26, 2011 – April 13, 2012 **(course ends in Spring 2012)**
University: Alaska Pacific University, Registrar 907-564-9640
Credit/Cost: One credit, $80.00

Assignments

(45 hours of combined contact hours and homework is required for one credit.)

1) Attend trainings (13 -27 hours)
   - New Mentor, if applicable. (14 hours)
   - Annual Mentor (13 hours)
   Note: Returning mentors must make up the time difference by training, evaluating, and monitoring protégés.
2) Attend Pre-test audio/webinar (1 hour)
3) Complete/turn-in Implementation Plan
4) Complete/turn-in Sign Test Security Form
5) Complete online training and proficiency exams and notify EED
6) Must train a minimum of one protégé and notify EED when completed
7) Ensure that protégé (or yourself if you have students taking the Alternate) complete the Learner Characteristic Inventory for each student (Part of the student demographic information). Notify EED.
8) Complete Survey of Consequential Validity and notify EED.

Notifying EED can be accomplished by emailing Aran Felix, Alternate Assessment Program Manager at aran.felix@alaska.gov

Academic Credit, Credit Hour: A credit hour is a unit of measure that gives value to the level of instruction, academic rigor, time requirements, and fulfillment of learning objectives for a course taken at APU. Basically, it is a proxy measure of student learning as defined by the fulfillment of learning objectives and assignments that are reasonably judged to require an amount of time at least equivalent to **45 hours per credit (combination of contact time between student and faculty and the student's independent work).** At APU this is commonly the standard for semester credits associated with classroom-based, conventional and accelerated coursework as well as with contract learning and online instruction.

ALASKA PACIFIC UNIVERSITY

(Formerly Alaska Methodist University)

Registrar's Office
4101 University Drive
Anchorage AK 99508-4672

PHONE: 907-564-8210   **FAX:** 907-563-9640

SEND TO: Print neatly (one request form per address)

Are you currently taking classes at Alaska Pacific?
❑ Yes   ❑ No

If no, give Term/Year of first attendance: _____

Term/Year of last attendance: _____

❑ Send transcript now.

❑ Hold for pick up. **Phone #:** _____
Second party pick up requires written and signed authorization.

❑ Hold until current grades are posted. List courses below:

_____

_____

❑ Hold until degree is posted.

PLEASE NOTE:

We do not fax the transcript on student's behalf.

Registrar's Office takes responsibility for handling the transcript request in a prompt and efficient manner. We are not responsible for mishandling by the U.S. Postal Service or by the receiving school or agency. Replacements cannot be issued without the normal transcript fee.

Transcripts will be released only when all financial obligations to the University are met.

Due to the Family Educational Rights and Privacy Act of 1974, student signature is required for release of transcripts. ➤➤➤➤➤➤

FROM: Student's Name & Address   Print neatly

Registrar's Office (revised 05/03/2011)

Transcript Request

Make sure your request is complete. An incomplete request will be returned unprocessed.

_____
Student's Full Legal Name – (first, middle, last)

_____
Previous Names Used

_____   _____
Social Security Number   Birth Date

_____
Email Address

_____   _____
Home Phone   Work Phone

Indicate number of transcripts in the space below.
All transcript fees are nonrefundable.

_____ **Official Transcript**   **$7.00 Per Copy**
# of Copies
Average processing time varies from 1 – 3 weeks.

_____ **Expedited Official Transcript**
# of Copies   **$15.00 for first copy, $6.00 for each additional copy (ordered at the same time).**
Mailed within three business days of payment.

_____ **Unofficial Transcript**   **$4.00 Per Copy**
# of Copies
Average processing time 1 – 3 weeks.

❑ **USPS Express Mail requires additional $25.00 per address**

❑ Cash/Check

❑ Discover / VISA / MasterCard Number & Expiration Date

_____   _____

CVV2 # (3-digit # after card # on back of card) = _____

STUDENT SIGNATURE

Transcript will not be sent without **STUDENT'S SIGNATURE.**

For Office Use Only
Transcript Record

Amount Paid _____

Date Paid _____

Receipt # _____

Date Mailed _____